



### **Terms of Reference**

**Recruitment of a firm to inventory and evaluate the fixed  
assets of the West African Health Organization**

## **I. CONTEXT**

The West African Health Organisation (WAHO) is the health institution of the Economic Community of West African States (ECOWAS), with a mandate to ensure the attainment of the highest possible standard and protection of health of the people in the ECOWAS region.

WAHO is required to maintain a comprehensive fixed assets register in line with ECOWAS rules and regulations. For this reason, WAHO classifies its assets into the following categories (NB: Categories listed below are shown with the estimated useful life that will be used for depreciation purposes);

1. Motor Vehicles: 4 years
2. Buildings: 20 years
3. IT Equipment- 3 years
4. Office Furniture and other equipment: 5 years
5. Household Furniture and equipment: 5 years
6. Software: 3 years

It is therefore envisaged that an consultant (firm) will be recruited to conduct inventory and valuation of WAHO's fixed assets

## **II. OBJECTIVE**

The overall objective is to develop a comprehensive fixed assets register for the Organisation. The consultant shall propose recommendations in line with the expectations expressed in this ToR.

More specifically, the consultant shall aim at the following:

1. Report on current valuation of assets and differentiate low value assets (that is, assets with a value of less than UA 3,000);
2. Report on accuracy and completeness of assets based on existing assets listing;
3. Provide recommendations for consideration .

WAHO shall provide the consultant with the detailed listing of all assets at the point of award.

## **III. TASK**

The tasks to be performed by the consultant include, but not limited to, the following:

1. Physically identify, verify, list and categorise all fixed assets;
2. Establish the physical conditions of the assets
3. Establish the remaining useful lives of the assets
4. Value the assets based on current market valuation
5. Create a depreciation schedule of the existing assets
6. Provide a list of assets that will need to be disposed off
7. Provide tagging for all assets
8. Develop a fixed assets register

#### **IV. PROFILE OF THE CONSULTANT**

For this assignment, the firm must have proven experience in financial/technical audit or Fixed asset inventory/ Fixed asset valuation.

It will propose a key personnel team with the following qualifications and composed of:

1. One (01) team leader, a qualified chartered accountant with at least eight (08) years of professional experience and experience in property inventory.
2. One (01) qualified real estate expert, BAC+5, with at least five (05) years' professional experience and experience in property inventories.
3. One (01) IT specialist with a BAC+4 level and at least five (05) years' professional experience and experience in property inventories.
4. One (01) data analyst (BAC+4), with at least five (05) years' professional experience.
5. One (01) accountant with a bachelor's degree (BAC+3) and at least five (05) years' professional experience.

#### **V. DELIVERABLES**

The expected deliverables are :

1. Inception Report after the consultant has visited WAHO sites, assessed and verified the assets and detailed approach, methodology and work plan
2. Draft inventory of fixed assets including their valuation together with a valuation report
3. Final Fixed Assets Inventory and valuation report
4. All fixed assets identified and tracked and tagged by a bar Code
5. Establish of a fixed assets register

#### **VI. DURATION OF THE MISSION**

The assignment will be for a period of four (4) weeks from the date of the service order for the start of the mission.